



Purpose: To assist agencies in determining effective dates of TRSN and separation documents.

TRSN documents should be processed with an effective date reflecting the employee's last physical day working. However, there are a few exceptions.

1. Employee resigns/retires while receiving benefits for Workers' Compensation or at the exhaustion of benefits.
  - a. TRSN-ATE should be effective the last day the employee was paid Temporary Total Disability (TTD), Temporary Partial Disability (TPD), Temporary Partial Rehabilitation (TPR), or Temporary Total Rehabilitation (TTR) benefits.
  - b. RESGN/RETRE will be effective the day after the TRSN.
2. Employee is dismissed while receiving Temporary Total Rehabilitation (TTD) OR Temporary Partial Rehabilitation (TPR) benefits through Workers' Compensation due to the agency's inability to reasonably accommodate work restrictions.
  - a. TRSN-ATW should be effective the last day the employee was paid TTD, TPD, TTR, or TPR benefits, up to the day immediately preceding the date of dismissal.
  - b. DISMS will be effective at the close of business 15 calendar days after the date of the dismissal letter or the date of verbal notice.
3. Employee resigns/retires while on paid or unpaid military leave.
  - a. TRSN-ATE should be effective the last day the employee was on military leave.
  - b. RESGN/RETRE should be effective the day after the TRSN.
4. Employee resigns/retires due to permanent disability.
  - a. TRSN-ATE should be effective the last day the employee was paid his/her own sick or annual leave\*.
  - b. RESGN/RETRE can have an effective date anytime after the TRSN (up to 6 months after the employee has been determined to be permanently disabled).
5. Employee separates due to death.
  - a. TRSN-ATE should be effective the last day the employee was paid or used his/her own sick or annual leave\*.
  - b. DEATH transaction should be the date the employee died (or day after if the employee was paid or used his/her own sick or annual leave on the date of death).

\*Donated leave paid to an employee is not considered time worked and not considered when calculating tenure.